

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: 4/19/2010 – 5/17/2010**

Announcement Number: 10-FNS-255

Job Title, Series, Grade: Program Specialist, GS-301-09

Salary Range: \$56,172-\$73,019

Promotion Potential: GS-11 (currently, GS-11 step 1 equals \$67,963)

Duty Location: San Francisco, CA
Sacramento, CA

Position Information: Full-Time

Who May Be Considered: US Citizens

Duties:

Program Specialists in The Regional Office in **San Francisco** help oversee the administration of the USDA Nutrition Assistance Programs (Child Nutrition Programs, SNAP Program, WIC Program) in the eight Western States and the Pacific Basin.

Program Specialist duties are varied and include:

Making presentations to help state and local program operators understand Federal policies, visiting state and local offices to assure programs are operated correctly so that eligible recipients can receive benefits, identifying problems and recommending solutions, collecting, assembling and analyzing data and preparing review reports, issue status reports, and management briefings (both oral and written).

Program Specialists must be creative and analytical problem-solvers with good written and oral communication skills. They also must be both good team players who can negotiate and compromise as well as independent self-starters who can recognize a need and take the initiative to address it.

Program Specialists in the **Sacramento** Field Office will work in the Compliance Center. The Compliance Center focuses on achieving regulatory compliance of retail food stores that accept SNAP (previously known as the Food Stamp Program) benefits from income-qualifying SNAP recipients.

The primary work of this position is to ensure SNAP benefits are used to purchase eligible foods and not illegally sold or traded. This is done by using sophisticated data mining tools to review and analyze automated transaction data collected daily on the 40,000 retailers authorized to participate in SNAP in the Western Region to detect

patterns of suspected fraud and abuse. In addition, the PS conducts on-site store visits, prepares comprehensive compliance case reports that substantiate findings and interacts with state and local investigative units to provide technical assistance and promote compliance monitoring by cooperating Federal, State and local agencies.

We need candidates who can understand and properly interpret complicated regulations and policies. Experience analyzing, manipulating and identifying patterns and trends in large volumes of automated data will be helpful. Effective oral and written communication skills are essential. Candidates must be good team players who can negotiate and compromise as well as independent self-starters who can recognize a need and take the initiative to address it.

Compliance Center Program Specialists have opportunities to enhance the integrity of the SNAP program and can make a difference in how we serve eligible persons in need.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes applying applicable laws, policies, and procedures in the efficient and effective operation or implementation of a public assistance program.

OR

Education: Completion of a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., in a related field.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE.

IF YOU ARE QUALIFYING BASED ON FOREIGN EDUCATION, YOU MUST SUBMIT PROOF OF CREDITABILITY OF EDUCATION AS EVALUATED BY A CREDENTIALING AGENCY.

How to Apply: Please click the following link to be re-directed to USAJOBS.

<http://jobsearch.usajobs.gov/ftva.asp?OPMControl=1879809>

Follow the instructions in the "How to Apply" section. Applications will only be accepted through the online system. **Do not mail, fax, or email applications.**

For Questions please contact:

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EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.